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DEPARTMENT OF STATE

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Factory Manufacturer Building (Modular) - Submission Process

It is the modular manufacturer's responsibility to make the submission to NYSDOS. The following is a brief overview of the modular submission process to obtain NYSDOS approval. The [Documentation Guidelines for Factory Manufactured \(Modular\)](#) provides information as to what documentation is required and the format thereof.

1. Submit the [Application for Plan Approval](#), check for \$50.00, one set of hard copies and pdf files of the drawings, structural calculations, energy check, code analysis, pertinent material cut sheets, and the [Residential](#) or [Commercial Submission Development Worksheet](#).
2. If 1st time applicant, you must submit a Quality Assurance Manual (reviewed and approved by the Third-Party Inspection Agency {TPIA}), copy of TPIA Agreement, and a letter of introduction, interest and brief company history.
3. When all required submission items have been received by NYSDOS, the submission will be logged in, assigned a review number and placed in the job queue for review.
4. At NYSDOS discretion, one & two-family dwellings and townhouse submissions may be reviewed/approved by the TPIA. Projects must be submitted to both NYSDOS and the TPIA. The TPIA will not start the review until NYSDOS has logged the submission in.
5. All submissions are reviewed in the order they are received and logged in.
6. The submission will be reviewed and deviation comments will be sent to the manufacturer's contact person listed on the [Application](#).
7. It is the manufacturer's responsibility to respond to the deviations and send revised documents to NYSDOS within 120 days.
8. NYSDOS will review the responses and revisions to see that they have resolved all deviations. If the revisions are not adequate, steps 5 thru 7 will repeat until all deviations are satisfied.
9. If the revisions are adequate, the review fee will be calculated and final documents need to be submitted.
10. When the final documents and review fee check are received, the approval will be processed and sent to the manufacturer.
11. The manufacturer applies for the NYSDOS Insignia of Approval label using [Form DOS-1962-f](#).
12. The manufacturer and TPIA make arrangements for factory inspections to take place during manufacture of the approved design. When all inspections are satisfied and all red tags are removed, the NYSDOS Insignia may be applied. The Insignia must be applied to the modular units prior to shipment. NO modular unit is to be shipped to the building site without a NYSDOS Insignia.



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